



Society for the Prevention  
of Cruelty to Animals  
Los Angeles, since 1877

## Assistant Manager - spcaLA Pet Adoption Center JOB ANNOUNCEMENT

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**Primary Function:** Responsible for assisting in the management of daily operations of the LA PAC.

### **Essential Duties and Responsibilities:**

- Assist in daily management of LA PAC operations to ensure safe, sanitary and humane operations that are consistent with Society policy and in compliance with OSHA regulations
- Ensure the proper care and feeding of the animals in spcaLA's care and assist where needed
- Transport animals to and from spcaLA locations and veterinary clinics
- Oversee the management of the Pet Adoption Center supplies (such as food, cleaning supplies and materials) are utilized efficiently - not to exceed annual budgeted dollar amounts
- Ensure that high quality customer service is provided to the public by all staff and volunteers
- Oversee the placement of animals within the facility
- Perform the screening, selection and adoption of animals in accordance with Society policies
- Assist in the management of animal care staff and volunteers in accordance with Society policies and applicable labor laws. Assist in training and development of staff
- Prepare shelter daily activities and operating reports, supply orders, and safety inspections as assigned
- Assist in ensuring the facility and equipment are properly maintained and the facility presents a clean, professional, and inviting appearance for the public
- Evaluate and make recommendations for humane euthanasia of animals according to spcaLA policies and protocols.
- Represent the Society in a professional and courteous manner at all times and exercise maturity and good judgment
- Other duties as assigned
- May be required to assist with disasters

### **Job Related and Essential Qualifications:**

- Minimum 2-3 years experience in a lead supervisory role. Prior experience in an animal-sheltering, kennel or veterinary environment with a public or private agency preferred.
- Work well and communicate effectively, both orally and in writing, with the public, staff, vendors and volunteers
- Ability to operate a vehicle observing legal and defensive driving practices and operations of vehicle under all types of weather road conditions. Must maintain insurability to operate agency vehicles as a condition of employment.
- Assist in euthanasia of animals in accordance with Society policy and State mandates
- Work with and restrain animals of all sizes
- Execute projects with little or no supervision
- Ability to multi task and problem solve efficiently in a fast paced environment

### **Knowledge of:**

- State and Federal laws, ordinances and regulations relating to animal care and OSHA compliance
  - Safe/humane handling of animals of varying sizes, temperaments and strengths
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- Various breeds of dogs, cats and other domestic animals, various kinds of animal behavior and illness identification
- Computer skills which include Excel, Word, Outlook, Database familiarity
- Usage of office equipment (computer, typewriter, copier, fax machine, telephone, etc.)

### Physical demands:

- While performing this job the employee is regularly required to use hands & fingers; handle or feel objects, tools or controls; reach with hands and arms; and talk and hear
- Requires the ability to stand, walk, run, sit and kneel, crouch or crawl and climb different levels of height
- Perform works, which involves frequent lifting, carrying and/or pushing of 50 lbs., and occasionally lift, push and/or move up to 100 lb. or more

### Working Conditions:

- Dealing with possible unruly, vicious, sick, injured and dangerous animals and impounding the same safely and humanely. Possible exposure to parasites and infectious diseases
- Dealing with possible hostile public
- Exposure to all types of weather conditions
- Heavy and fast-paced workload; strenuous physical activity
- The noise level in performing this job varies depending on the task being performed

**Salary Range:** \$18.00/hour This is a full-time non-exempt position with benefits.

**Employment Location:** spcaLAPet Adoption Center  
5026 W. Jefferson Blvd., Los Angeles

**Application Deadline:** Position Open Until Filled

Please email resume with cover letter to [jobs@spcala.com](mailto:jobs@spcala.com)

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